



Corridor Program

Congestion Relief & Bus Rapid Transit Projects

APPENDIX Y3

Public Involvement Plan

I-405, SR520 to SR522 Stage 1 (Kirkland Stage 1)

Request For Proposal
July 15, 2005



**Washington State
Department of Transportation**

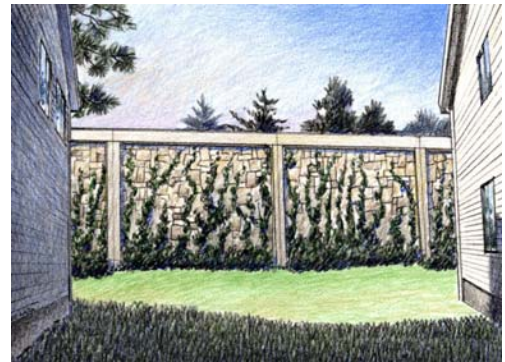


Corridor Program

Congestion Relief & Bus Rapid Transit Projects

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I-405 Kirkland Nickel Improvement Project SR 520 to SR 522 Environmental Assessment Public Involvement Plan



Submitted to:
Washington State Department of Transportation
I-405 Congestion Relief & Bus Rapid Transit Projects

Prepared by:
I-405 Public Information Team

Updated 5/26/05

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I-405 Kirkland Nickel Improvement Project

SR 520 to SR 522

Public Involvement Plan

Introduction

The Kirkland I-405 Nickel Improvement Project extends from SR 520 in the south to SR 522 in the north. The Project adds one new northbound lane between NE 70th Street to NE 124th Street, and one new southbound lane between SR 522 and SR 520. The section between NE 85th and NE 124th is designated as Stage 1, with the remainder of the Project as Stage 2.

For the Kirkland I-405 Nickel Improvement Project, there are some impacts to properties, since the Project is, at this point, being completed entirely within the existing right of way. The primary public issues identified to date for this project are related to the safety of 11-foot-wide lanes; making sure the 116th Street interchange is part of the Project; and finding context sensitive solutions. In the 116th Street Arterial Project there is potential for some right-of-way issues.

The Project is one of three “Nickel Projects” in the I-405 corridor, and is considered a major step forward in the implementation of the I-405 Corridor Master Plan. A Programmatic Environmental Impact Statement (EIS) (“preferred alternative”) for this corridor was endorsed through a formal Record of Decision in 2002.

The I-405 Program is built on the premises of accountability and action. It includes an active public involvement program and a thorough environmental review process, and builds on the work of the Metropolitan Transportation Plan (MTP), the Trans-Lake Washington Plan, the MAP Team, Vision 2020, the Sound Transit Team, and other regional initiatives. The final package of transportation improvements developed through the I-405 Corridor Programmatic EIS (“preferred alternative”) was endorsed through a formal Record of Decision in 2002, and is also referred to as the I-405 Master Plan or Vision.

This plan is developed to be consistent with the WSDOT Environmental Procedures manual M31-11 [March 2004]. Because the Environmental Assessment (EA) will follow the procedural requirements of a full EIS, this plan follows EIS procedures and schedules. Particular attention is paid to meeting the federal Environmental Justice requirements of the 1994 Executive Order 12898, and the 1998 Department of Transportation Order 6640.23, which address Environmental Justice in Minority Populations and Low-Income Populations. Actions taken to meet these requirements are specifically noted in this document.

Project Goals

Quality of Design and Construction

- Deliver the Project on time and within budget.
- Meet or exceed technical quality requirements for design and construction, and provide evidence that all quality assurance and quality control requirements have been met.

Environmental Compliance and Innovation

- Avoid and minimize impacts to natural resources through design and during construction.
- Avoid or minimize temporary impacts to wetlands through construction methods and sequencing.
- Avoid or minimize other wetland-related impacts through construction methods and sequencing.
- Begin construction and installation of the wetland mitigation for the Kirkland Nickel Improvement Project prior to, or concurrently with, Project impacts to wetlands.
- Meet or exceed environmental requirements and have no permit violations
- Identify strategies within the Environmental Compliance Plan (ECP) to ensure there are no permit violations.
- Identify an approach within the ECP, for communities to coordinate with WSDOT and regulatory agencies regarding environmental permits.

Maintenance of Traffic

- Minimize inconvenience to the public and maximize safety during construction through effective phasing and staging of the work.
- Provide seamless coordination with the I-405 Totem Lake/NE 128th Street HOV Direct Access project.
- Open completed and logical sections of the new lanes on I-405 to the traveling public as soon as possible.

Public Information and Community Involvement

- Maintain community support during design and construction.

What are the communications goals?

- Support the successful project delivery.
- Provide information to individuals and entities directly affected by construction in as proactive, responsive and complete a manner as possible.
- Educate the public about the need, vision and context for the Project, as determined by the community process.
- Educate the public about environmental benefits and improvements associated with the Project (ie: treating previously untreated stormwater, establishing new wetlands, building additional noise barriers, etc.).
- Assure that any potential disproportionately high and/or adverse impacts on minority and/or low-income populations are identified and addressed.
- Reinforce positive WSDOT relationships with partner agencies, individuals, and groups.
- Increase understanding of the vital importance of the Project to the mobility and economic vitality of the region, and the Project's relevance to Washington State's transportation system.

What other communications support is needed?

The Nickel Improvement Project phase of the I-405 Program will build on the public involvement program established in 1998 with the Corridor Program. This program included on-going public outreach through public meetings, a program newsletter, an extensive speakers bureau, a project website and an active media relations program. All public meetings were accessible by transit and extensively publicized through the Project's database of interested and affected citizens and civic organizations.

Special efforts will be made to reach out to low income, non-English speaking and minority communities through the Environmental Justice outreach program identified in this plan.

As we progress through the Nickel Improvement phase, we will continue to use multiple venues to inform the identified public groups including stakeholders and the news media, about the Project's scope, status, and ties to regional transportation.

We will continue to implement an active public information program through media relations, newsletters and the program website. Specific strategies to be used include:

- "It's your Nickel. Watch it work." Consistent progress reports to the public on how their tax dollars are working, how the Nickel Projects are progressing, and how the Nickel Projects fit with the overall I-405 program.
- Kirkland Nickel Improvement EA outreach opportunities will also educate audiences about the need for future investments in transportation.
- Strengthen the broad base of support for I-405 by integrating planned multi-modal improvements as part of communications with the public.

- Conduct neighborhood association briefings; communicate the Project timeline, noise study results, and the likelihood for needing Right of Way (ROW).
- Establish a Kirkland Advisory Committee comprised of elected officials, city staff, business leaders and neighborhood representatives.
- Interview and offer briefings to civic organizations, including those that serve minority and low-income individuals within the impact area.
- Perform one-on-one outreach to communities that are traditionally “hard to reach,” such as non-English speaking, minority and low-income residents.
- Develop support for I-405’s regional benefits (not just benefits to the Eastside).

How will communications roles and responsibilities be assigned?

PRR and Wilkinson Ferrari & Company (WF&Co) are in the lead role for Strategic Communications, Public Information, and Community Involvement for the I-405 Congestion Relief and Bus Rapid Transit Projects, including the I-405 Kirkland Improvement Project.

Generally, the work has been divided 75% PRR and 25% WF&Co. The firms are part of the general engineering consultant (GEC) team, and perform as one team for the I-405 Projects, providing strategic communications council, design-build (D-B) communications expertise, public information, community involvement, local/regional agency relations, context sensitive solutions (CSS) coordination, and decision-making facilitation.

In 2005, a D-B contractor will be hired to help provide communications and outreach for the design-build and construction phase of the Kirkland Nickel Improvement Stage 1. Largely, responsibilities of the contractor will be centered around helping people cope with day-to-day impacts, and will include activities such as public notifications and updates, telephone hotline staffing, citizen interaction regarding construction, daily traffic updates, and web site contributions.

Who are our audiences?

- Property owners and residents
- Citizens
- News reporters
- Businesses
- Tribes
- Motorists
- Utility companies
- Emergency services
- Schools
- Metro and Sound Transit
- Low-income and minority populations that might be impacted by the Project
- Local governments

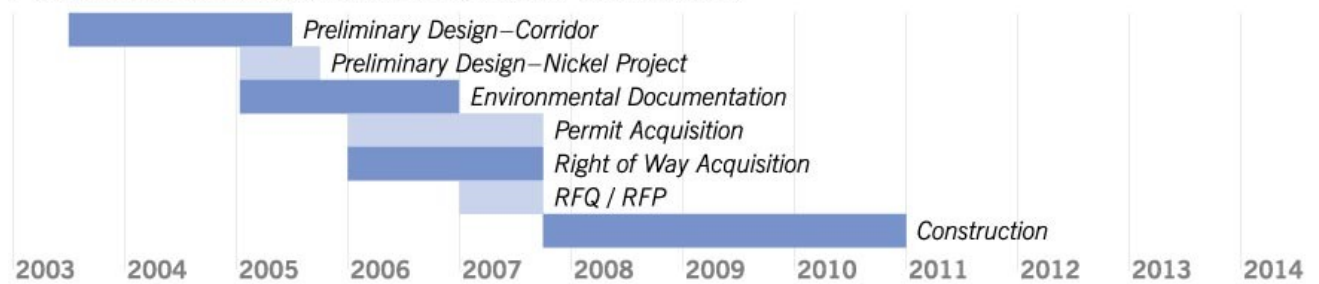
What are our key messages?

Communicating about the I-405 Project in a clear and consistent way is vital to the Project's success. The following four themes should be used in communicating messages about the Project and the environmental assessment:

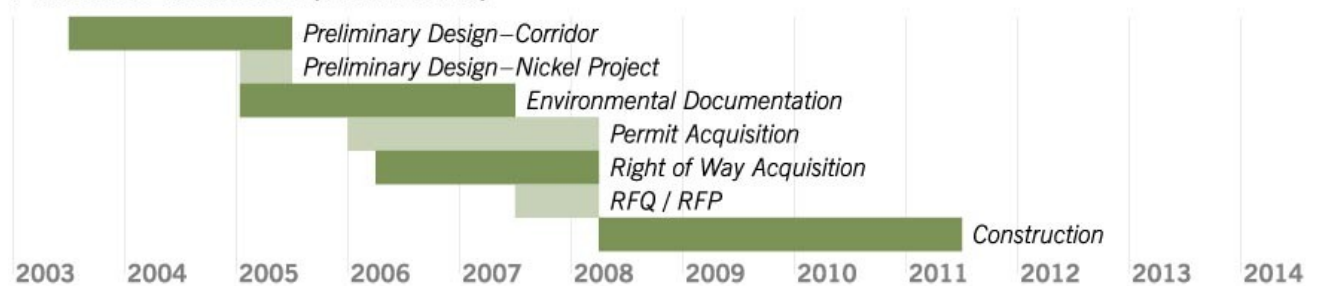
- **Vision messages**, focused on creating a more balanced transportation system, the “smart” freeway, innovative solutions such as bus rapid transit, design-build construction, and congestion relief. The Nickel Improvement Project scope and messages should be consistent with and complement the Master Plan (“vision”) for I-405.
- **Value messages**, for example, the I-405 Kirkland Improvement Project presents a great value with a 11:1 benefit/cost ratio. Kirkland Stage 1 was planned to be built first because of the immediate benefits it produces. Demonstrate how the Project helps sustain and improve the economy while benefiting the environment.
- **Cooperation messages** to illustrate how public support for regional projects is crucial to securing funding for future WSDOT projects like I-405. Extensive community involvement and cooperation throughout the Corridor Program and continuing into the Nickel Improvement Projects, has engaged elected officials, community leaders, neighborhoods, local city/county staff and residents in key Project decisions.
- **Momentum messages**, focused on how the Nickel gas tax revenue is jump-starting WSDOT project design and construction. The Nickel Projects are an opportunity for WSDOT to show accountability. In its first year, the Kirkland Nickel Project is ahead of schedule and under budget. “It’s Your Nickel. Watch it Work.”
- **Coping messages**. As construction starts, we’re providing public information tools to help motorists, property owners and others stay informed. We’re also coordinating with the Totem Lake project next door to create a seamless public information campaign.

I-405 Nickel Project Timeline

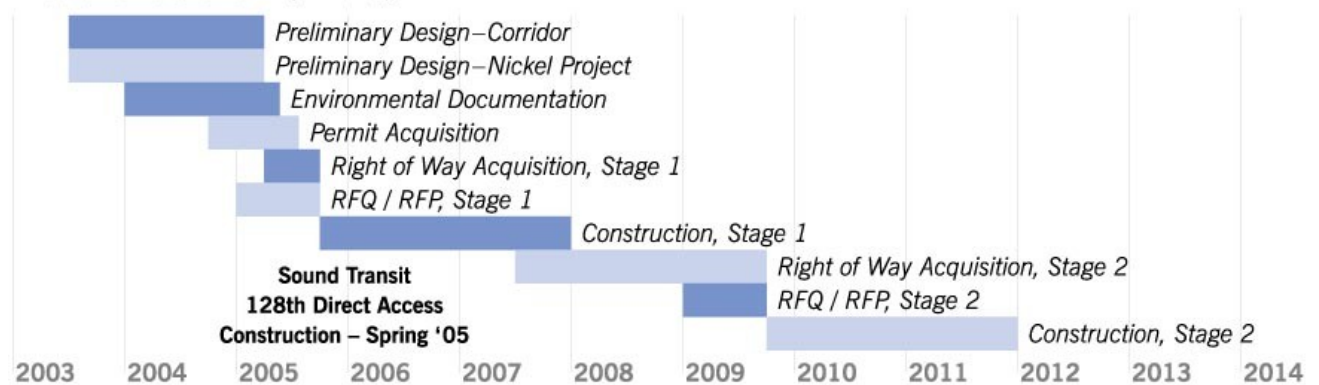
I-405 West Valley Highway to Maple Valley Highway (South Renton)



I-405 SE 8th Street to I-90 (South Bellevue)



I-405 SR 520 to SR 522 (Kirkland)



I-405 SR 169 to I-90 (North Renton)



Phase I: Environmental Assessment (EA)

What outreach will be conducted throughout the duration of the project?

Kirkland Advisory Committee (KAC)

The Kirkland City Council has appointed a fifteen member advisory group comprised of council members, members of the Kirkland Transportation Commission, neighborhood representatives, City staff and other stakeholder group representatives. The KAC will focus on I-405 Kirkland Improvement Project and corridor-wide issues, such as noise and context sensitive solutions (CSS) along the Kirkland segment of I-405. The committee may also be a sounding board throughout the Design-Build process. A Memorandum of Understanding specifies how the committee relates to WSDOT, the Kirkland City Council, and other decision-making bodies.

Property Owner Briefings

Affected property owners will be briefed throughout the I-405 Kirkland Improvement Project and beyond. If the 116th Street Arterial Project is included in the I-405 Kirkland Improvement Project, WSDOT will identify potentially affected property owners and contact each to provide one-on-one briefings about the Project, and the timing and likelihood of property acquisition. These briefings could be in the form of neighborhood coffee hours, citizen group meetings or one-on-one meetings.

Media Relations

We will keep the news media informed throughout the Project, and we will send press notifications for major committee meetings and events. We will prepare and distribute media releases promoting the scoping meeting and project open houses, tying the EA to the long-range plan. We will update FAQs and related materials on the overall project for press kits, and we will meet with select reporters one week in advance to prep them on key issues. As coordinated with WSDOT Communications, we will brief select editorial boards on the Project progress and its connection to other major transportation projects in the region. We will maximize the messaging opportunities associated with Kirkland's positive benefit/cost ratio and regional connection. Additionally, we will coordinate press efforts with WSDOT's Urban Corridors Office (UCO) and Northwest Region communications staff.

Website

We will update the I-405 website regularly, with the philosophy that all communications begin with the website. The I-405 Kirkland Improvement Project has its own web page to be kept updated and connected to the I-405 Program website. We will keep all meeting materials and announcements current, including financial information from WSDOT's office of project management. We will link to City of Kirkland websites where appropriate.

Kirkland Staff Briefings

Kirkland's public information officer(s) (in this case, David Godfrey, Don Anderson and Kari Page) will be briefed regularly on the Project. We will identify any communication-related issues and recommendations and coordinate with the City of Kirkland on any potential Environmental Justice issues.

Speakers Bureau

On a regular basis, the Project Team will schedule and meet with existing civic organizations in the area (ie: Kirkland Kiwanis, Chamber of Commerce, Eastside Transportation Partnership, etc.) to brief members on Project progress and to answer questions. In some cases, the Project Team will be regular contributors to the organization's newsletter.

Neighborhood Briefings

Through contacts made with the City of Kirkland Neighborhood Coordinator (Kari Page) and the I-405 Kirkland Advisory Committee, the Project Team will meet with all identified neighborhood associations in Kirkland, Woodinville and Bothell. These may include hard-to-reach residents (low income, minority), and will be as inclusive as possible. The Project Team will brief neighbors on the EA, I-405 Kirkland Improvement Project improvements, noise mitigation, and the broader I-405 vision.

What is our communications approach to the EA scoping process?

We will seek to educate and inform the public with clear information in sufficient detail to enable informed stakeholder participation in the process. We will encourage the members of target groups to provide meaningful comments by:

- Holding one scoping meeting, 1-2 open houses surrounding project milestones (i.e. discipline reports), one draft EA hearing, and other neighborhood briefings as needed.
- Continuing to maintain the Project information line (425-456-8555) to allow the public to get project information, leave messages, and request materials.
- Reaching out to the public through electronic and print newsletters/updates, including the Project list serve.
- Continuing our speakers bureau and updating our speakers kits.
- Coordinating & facilitating Community Advisory Committees.
- Collecting input and feedback from stakeholders.
- Distributing informational materials and news releases to the media.
- Maintaining a strong relationship with the media, and encouraging regular coverage of the I-405 Project.
- Developing and implementing an environmental justice outreach strategy to include hard to reach minority and low-income populations.

Environmental Assessment Flyer/Notice to Residents & Adjacent Property Owners

EA Scoping Meeting—January 27, 2004

Develop and mail a flyer to property owners within about 500 feet of the alignment and cross street improvements, alerting them to the environmental assessment, and the opportunity to comment on the issues addressed. This flyer will invite the public's participation and explain the I-405 Kirkland Improvement Project EA and how it fits into the implementation plan. The flyer will be handed out at the scoping meeting as well. Flyer recipients are gathered from a) mailing service list of property owners within 500 feet, b) WSDOT list of property owners, c) PRR's contact list from the EIS, d) WSDOT's I-405 Project contact list, and e) potentially, the City of Kirkland's contact list. A comprehensive database will be created to incorporate all of the lists. Flyer production steps include:

- Environmental and Engineering Teams to review flyer.
- Determine the number of flyers needed and secure mailing labels.
- Print self-mailer flyer.
- Develop schedule for completion outlining when mailing house will need labels, how long will it take to mail, and when they need the flyers.
- Use Washington State Department of Printing to facilitate the process.

Environmental Assessment Scoping Meeting email Alert

Send email notice of the upcoming open house to the Project listserve email lists, major employers, advocacy groups, etc.

- Use text from the flyer in email to let people know of EA scoping meeting.
- An additional notice will be featured in late January e-newsletter to constituents.
- Create email list from PRR & WSDOT list of public contacts.

Kirkland Environmental Assessment Scoping Meeting Handout

Three to four page project fact sheet that describes the overall I-405 program, the I-405 Kirkland Improvement Project, and the environmental process.

- Edit the North Renton Nickel 3-4 page handout to reflect the I-405 Kirkland Improvement Project.
- Print 150 fact sheets for the January 27, 2004 meeting.
- Environmental, Engineering and Management Teams to review flyer.

Nickel Improvement Project Progress Report ("Folio")

Promote the scoping meeting within the Nickel Improvement Project progress report and have updated version available for meeting.

Environmental Assessment Scoping Meeting Advertisements

Place legal ad in the *Seattle Times/Post Intelligencer* at least 15 days before the meeting, and place a display ad in the *King County Journal* and local and special interest papers to run a week before the January 27, 2004 scoping meeting. Work with PRR's media relations department to buy ads. Stations will be set up around the room as follows:

- Welcome station: general information/sign up/handouts.
- Master Plan and Nickel Improvement Projects.
- Kirkland Nickel Improvement Project and Ten-year Plan.
- Environment & Livability.
- Transportation Analysis.
- Transit Improvements.

Environmental Assessment Scoping Meeting Handouts

- Welcome map/chart upon arrival.
- Sign-in sheet (with address field).
- Scoping comment cards (including address of customer, self-mailer).
- Kirkland Environmental Assessment handout (3-4 pages).
- Nickel Improvement Projects current Progress Report.
- I-405 Media Kit.
- Comment Form.
- Title VI Forms in English and Spanish.

Each station will be staffed, and will include visual presentations and a flip chart. Attendees will be given a project flyer and invited to visit each station. Comment forms will be provided to allow participants to offer written comment on the issues to be addressed. Attendees will be encouraged to flow between the stations at their own pace and to discuss any questions they have with staff members. Craig Stone will give a project briefing every 30 minutes.

What is our approach to Environmental Justice (EJ) outreach during the scoping phase?

The goal of the I-405 Kirkland Improvement Project EJ outreach is to support the Public Involvement (PI) Plan for Kirkland, and meet/exceed WSDOT's EJ practices for an environmental assessment. In preparation for the Kirkland I-405 Nickel Design Refinements & Environmental Scoping Meeting (January 27, 2004), the Project Team plans the following activities:

- Contacting agencies serving minority and low-income populations in the area to identify key issues and offering a presentation on the Kirkland EA.

- Meeting with Sharon Anderson of Kirkland Social Services, and Kari Page, City of Kirkland Neighborhood Coordinator, to research service organizations focused on EJ populations.
- Targeted EJ outreach, neighborhood meetings, and Project open houses.
- Written EA materials and briefing information appropriate to the interests of low-income and minority populations.
- Contact names & addresses added to the Project contact database so that follow up mailings & links to the public scoping document can be made.
- Providing Title VI forms in English and Spanish at all public meetings.

The following organizations will be contacted and/or interviewed:

- City of Kirkland Department of Human Services
- Legislators and councilmembers
- City of Kirkland Parks Board
- Neighborhood associations (13)
- Hope Link
- The Religious Leaders of the Eastside (City of Kirkland)
- Kirkland Food Bank (across from City Hall)
- Northshore Health Clinic
- Juanita Community Club
- Kirkland Women's Club
- Municipal Courthouse (City of Kirkland)
- Evergreen Hospital, Ben Lindekugel
- Libraries
- Department of Social and Health Services in Eastgate
- Kirkland Senior Center, Dana (City of Kirkland)
- Kirkland Community Center
- Houghton Community Council (City of Kirkland)
- City of Bothell, Bruce Blackburn
- Bothell Senior Center, Marianne LoGerfo

Section 8 Housing Outreach

The PI Team maintains a mailing list of approximately 400-500 Kirkland residents living in Section 8 Housing. The first targeted mailing these residents will receive is a flyer detailing the status of the I-405 Project in their area, specifically the I-405 Kirkland Improvement Project. The mailing will be sent out no later than two weeks prior to the public meeting. The mailing will include:

- Invitation to the Scoping Meeting.
- Web links to the Public Scoping Report.
- Directions on how to access a hard copy of the Public Scoping Report (libraries and I-405 Project Team Office).
- Self-mailer postcard to request more information or an I-405 Project presentation.

Phase II: Discipline Reports for the Environmental Assessment – September 2004 Open House

What is our approach to Environmental Justice during this phase?

Environmental Justice Community Survey

Following the Kirkland Nickel Design Refinements & Environmental Scoping meeting, a detailed survey of social service and community organizations serving minority, low income and non-English speaking people will be complete by July 16, 2004. A follow-up to EJ Survey Responses will be complete by August 31, 2004 (includes posting notices in common meeting rooms, and scheduling presentations to organizations or communities).

Section 8 Housing Outreach

The PI Team maintains a mailing list of approximately 400-500 Kirkland residents living in Section 8 Housing. The first targeted mailing these residents will receive is a flyer detailing the status of the I-405 Project in their area, specifically the I-405 Kirkland Improvement Project. The mailing will be sent out prior to the September 23, 2004 Open House, and will be sent no later than August 27, 2004. The mailing will include:

- Invitation to the September 23, 2004 Kirkland Nickel Open House.
- Web links to the Public Scoping Report.
- Directions on how to access a hard copy of the Public Scoping Report (libraries and I-405 Project Team Office).
- Self-mailer postcard to request more information or an I-405 Project presentation.

EJ Education & Coordination with the I-405 Project Team

The I-405 General Engineering Consultant (GEC) Project Team is made up of WSDOT staff and consultants from several firms with varying degrees of understanding of WSDOT's Environmental Justice practices. Working together, the PI and EJ Teams are educating the Project Team on EJ and how it integrates into their project work. Planned environmental field work personal contacts include:

- Working with EJ Lead Mark Assam, the I-405 PI Team will help to produce instructions to the environmental field crew on how to capture input from citizens, including low-income and minority populations.
- The PI and EJ Teams will collaborate to make an EJ Report to the I-405 Project Management Team. We will share "lessons learned" from Kirkland as we move forward to the I-405 Renton & Bellevue Nickel Improvement Projects.
- The PI Team will work with the EJ Team to prepare a report, to be distributed to the EA discipline leads and the wider Project Team, outlining any EJ issues or concerns.

How will we reach out to adjacent property owners?

Flyer/Notice

Develop and mail a flyer to property owners within approximately 500 feet of the alignment and cross street improvements, alerting them to the environmental assessment and the opportunity to comment on the draft Environmental Assessment (EA). This flyer will briefly explain the ten-year implementation plan, how the EA on this section fits into the bigger picture, and its relationship to the Nickel Improvement Projects. One-on-one briefings between property owners, WSDOT's Right of Way representative, project engineers, and PI staff will be scheduled throughout the Project.

Phase III: Final Environmental Document Outreach

Environmental Assessment Public Hearing

A formal environmental hearing will be held no fewer than 30 days after completion of the EA. The purpose of the hearing will be to formally present environmental findings to the public for their review and comment. A pre-hearing packet will be compiled, as well as a hearing notice, advertisements and legislative/news media releases. The hearing will include an open house and transcribed hearing. The format will be similar to the scoping meeting and discipline report open house.

Develop Design-Build Phase Communications Program

We will develop a plan that supports the information, design-build and mitigation needs of neighboring residents, property owners, and the traveling public through the design-build phase of the Project.

Kirkland Advisory Committee Membership

Teresa Colberg, Everest Neighborhood Association
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Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING ESTABLISHING A COOPERATIVE RELATIONSHIP BETWEEN THE CITY OF KIRKLAND AND THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION FOR THE I-405 CONGESTION RELIEF & BUS RAPID TRANSIT PROJECTS

THIS Memorandum of Understanding is made this ____ day of October 2003, between the City of Kirkland (hereinafter referred to as COK) and the Washington State Department of Transportation (hereinafter referred to as WSDOT).

1. BACKGROUND

WSDOT is a department of state government with all powers, duties and functions to coordinate transportation modes and to develop and maintain a statewide transportation system meeting the needs of the State of Washington as provided in RCW chs. 47.01.

WSDOT owns and operates an extensive system of high occupancy vehicle lanes, park and ride lots, and access ramps serving transit and carpools.

On _____, 2003 the Washington State Legislature approved gas tax funding of \$485 million dollars, for projects within the I-405 portion of "Nickel Projects". The funding provides for funding of environmental, design and construction of Nickel Projects as well as "5% Design" of the Master Plan. The new facilities and services included within the Kirkland portion of the Nickel plan include:

- One additional I-405 lane northbound from NE 70th to NE 124th.
- One additional I-405 lane southbound from SR522 to SR520.

Planning, designing, constructing and operating these improvements are a complex task, requiring maximum cooperation between COK and WSDOT.

The I-405 Executive Committee endorsed an Implementation Plan on October 2, 2003. The Implementation Plan includes the following elements within the Kirkland section (includes Nickel plan noted above):

- Two I-405 additional lanes both northbound and southbound from NE 70th to NE 124th.
- One additional I-405 lane both northbound and southbound from NE 124th to SR522.
- Rebuilding NE 70th, NE 85th, NE 116th and NE 132nd interchanges on I-405.
- Building NE 85th Direct Access Interchange.
- Building the NE 85th Park and Ride.

Based on this background, it is mutually agreed as follows:

2. PURPOSE

The purpose of this Memorandum of Understanding is to establish working principles by and between COK and WSDOT to facilitate the design, construction, and operation of capital projects of those portions of the Nickel and Implementation Plan that reside within the COK.

3. GOALS

The goal of the principles is as follows:

- Describe the general relationship between WSDOT and COK that will facilitate delivery of the Nickel Improvement Projects and the 5% Design beginning from the early stages of planning [such as NEPA Environmental Assessment document(s)] throughout the final stages of construction.
- Commit to expedited processes for planning, designing and constructing projects and integrating programs.
- Provide attachments pertaining to the relationship between WSDOT and COK as well as the overall I-405 Project's organizational structure.
- Declare intent to execute a future Memorandum of Agreement to implement the Nickel Project, and as funding becomes available, the projects within the Implementation Plan.

4. PRINCIPLES

- A. *Nickel and Implementation* investments are first and foremost to improve access, speed, and reliability of the I-405 corridor for the traveling public and public transit.
- B. The projects and services implemented for I-405 will be of high quality, consistent with approved financial plans, and open for service on schedule.
- C. It is acknowledged that both the COK and WSDOT are committed to high-quality transportation services and the long-term interests of the citizens of the I-405 Corridor.
- D. WSDOT and COK will coordinate respective capital programs to take advantage of opportunities to reduce cost and increase benefit. Allocation arrangements will be negotiated within individual agreements between relevant entities to ensure that the cost of joint projects is assigned on a proportional basis.
- E. WSDOT and COK will work together to pursue additional grants or other funds where value can be added to specific capital projects or where added projects can add significant benefits to I-405 mobility.
- F. Construction schedules will be coordinated and managed such that disruption to the public and construction contracting community is kept at acceptable levels.
- G. Recognizing the above principles and the complexities of the tasks involved in them, COK and WSDOT will expedite processes, including but not necessarily limited to:
 - Identify qualified representatives to ensure timeliness and effectiveness of discussions and decisions.
 - Organize functions to ensure good communication between team representatives and between teams and the respective organizations.
 - Assure the respective organizations will expedite the reviews and approvals related to this Memorandum of Understanding within the agreed upon schedules.
 - Processes will be evaluated on an on-going basis to minimize time required to design and construct projects, and when possible, run processes in parallel instead of sequentially.
- H. WSDOT will perform the lead role on I-405 Corridor community involvement and provide public information and involvement roles for COK when appropriate.

- I. It is pledged that issues of conflict will be referred to the appropriate resolution process to reach agreement expeditiously and at the lowest level of hierarchy. The spirit of these discussions will ensure rapid resolution, maximum cooperation, respect for financial responsibilities, and high integrity of individuals and organizational missions.

5. STRUCTURE

COK will, in coordination with WSDOT, prepare a recommended list of appropriate candidates from within Kirkland business community, neighborhood groups, citizenry, Council and City staff to serve on the "Kirkland Advisory Committee". This committee will be referred to as the KAC.

The KAC will provide a central COK forum by which WSDOT can bring preliminary design sketches and information to gain COK feedback on possible available design options.

As the project progresses, the KAC will also continue to provide feedback to WSDOT as the Design Builder selected to build the Kirkland section of I-405 projects brings refined designs to WSDOT for approval.

To assure maximum efficiency and maintain appropriate representation of the community, the Kirkland Advisory Committee will number approximately 10 representatives.

6. SCHEDULE

The following is the planned schedule for the Kirkland segment work:

November	2003	KAC Members Designated
December	2003	First KAC Meeting - to continue monthly after first meeting
January	2004	Mainline "Best Fit" Analysis Briefing to KAC
January	2004	85 th Direct Access KAC Workshop
January	2004	Kirkland Section Nickel Project Public and Agency Scoping Meeting
Late January	2004	Nickel and Implementation Plan Determination of Final Interchange Accesses
Early	2004	Interchange Type (Diamond, Single Point, etc) Options and Corridor Traffic Analysis Briefing to KAC for Nickel and Implementation Plan
Spring	2004	Nickel Project Intersection Street Geometry Briefing to KAC
Spring	2004	Nickel Project Grading, Walls, and other Structures Briefing to KAC
Summer	2004	Nickel Project Proposed Right of Way Needs Briefing to KAC
Early Fall	2004	Nickel Project Public Meeting
Fall	2004	Potential RTID Public Vote
Summer	2005	NEPA Kirkland Nickel Project Clearance
July	2005	Nickel Phase 1 Design-Build Request for Proposal (RFP) Process complete

7. FUTURE UNDERSTANDINGS AND AGREEMENTS

This Memorandum of Understanding is intended to provide the principles that describe the relationship between WSDOT and COK. It is further understood that as the relationship develops, it may be appropriate to add to the principles or modify those stated herein. In addition, it is expected that more specificity will be needed to guide the relationship as particular programs or projects develop.

8. FUNDING

It is mutually agreed that each agency will fund their respective costs associated with staff time for coordination. WSDOT will provide staffing as needed to assist in the Kirkland Advisory Committee's work.

9. AMENDMENTS

This Memorandum of Understanding and its exhibits may be amended in writing at any time by mutual agreement of the parties.

10. DISPUTE RESOLUTION

WSDOT and COK will work collaboratively to resolve disagreements arising from activities performed under this Memorandum of Understanding. Disagreements will be resolved promptly and at the lowest level of hierarchy and the intention would be to resolve the maximum number of issues at the lowest organizational level.

11. INDEMNIFICATION

Appropriate, reasonable, indemnification agreements shall be negotiated in good faith for each project agreement.

12. TERMINATION

This Memorandum of Understanding may be terminated upon the mutual consent of the parties or unilaterally in conjunction with any project agreement.

13. ENDORSEMENT

IN WITNESS WHEREOF, the parties hereto hereby agree to the terms and conditions of this Memorandum of Understanding as of the date first written above.

For Washington State Department of
Transportation

For City of Kirkland

Name

Name

Title

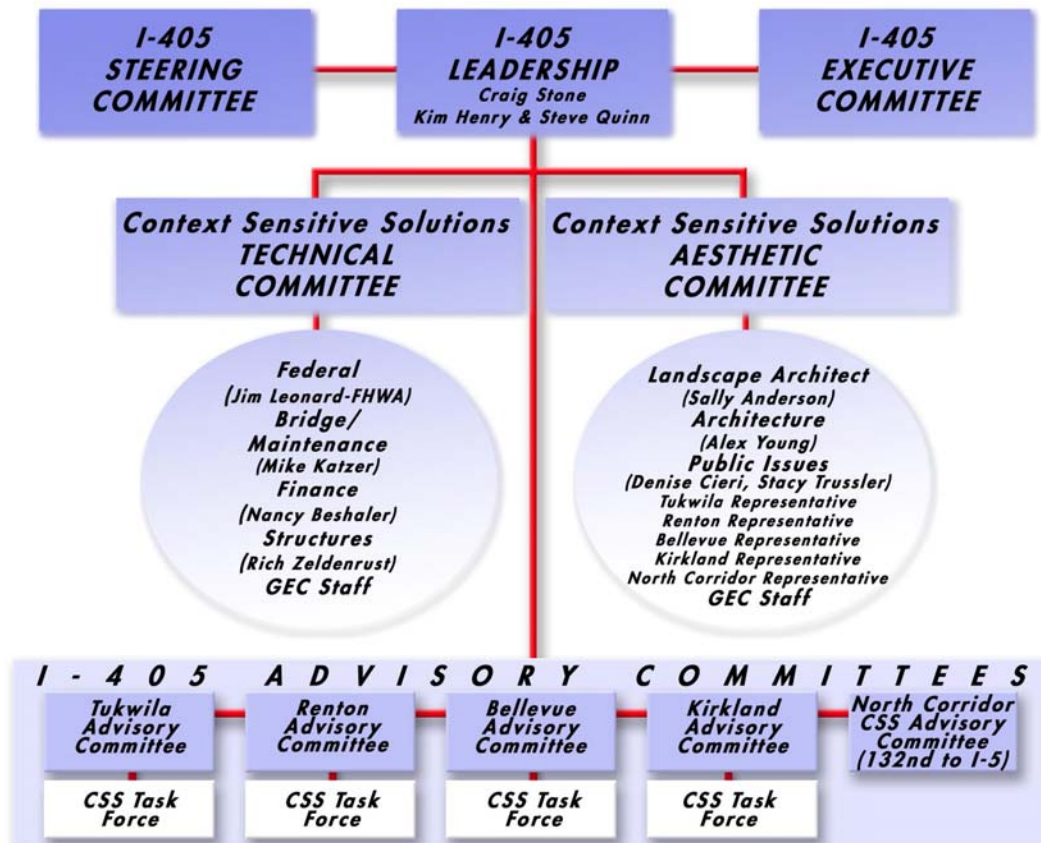
Title

Media Schedule for EA Scoping Meetings

Publication	Frequency	Circulation
Bothell/Kenmore Reporter*	1st & 3rd Wednesday	28,000
El Mundo	Thursday	18,900
King County Journal*	Daily	47,000
Kirkland Courier	Monthly	23,000
Northwest Asian Weekly	Thursday	10,000
Russian World	Monthly	10,000
The Scanner	Weekly	25,000
King County Journal Newspaper	Daily	47,000
Seattle Times/PI Legal ad rate as requested	Daily	342,611



CONTEXT SENSITIVE SOLUTIONS ORGANIZATION



Advisory Committee: I-405 Kirkland Improvement Project & Implementation Plan Statement of Purpose & Charter

Purpose

The Kirkland Nickel Improvement Project and Implementation Plan are part of a long-range vision of improvements to the I-405 Corridor Program, which will address travel needs through the year 2020 and beyond. The “Nickel” Project portion includes one new northbound lane between NE 70th Street to NE 124th Street and one new southbound lane between SR 522 and SR 520.

Kirkland Advisory Committee

The Kirkland Advisory Committee will provide input and guidance to WSDOT and the City of Kirkland during the development of the I-405 Kirkland Improvement Project and Implementation Plan. Committee membership will include the Kirkland business community, neighborhood groups, citizenry, and Council and City staff.

Roles and Responsibilities

In carrying out their assigned duties, the Advisory Committee members will:

- Attend all Committee meetings.
- Review any materials distributed in advance of their meetings.
- Review preliminary design sketches, information, and possible design options.
- Review and provide input on engineering/technical options for specific interchanges.
- Review information from study team.
- Serve as a link to neighborhood organizations and individuals.
- Consider application of overall corridor theme to specific sub-corridor areas/interchanges.
- Assist in determining detailed aesthetic plans for specific sub-corridor areas/interchanges.
- Help develop partnerships for maintenance needs.

Organization

The Kirkland Advisory Committee’s organizational format will allow discussion of issues and options, and will document conclusions. A Chair will be selected to facilitate the process and conduct the regularly scheduled meetings, with a Vice-chair elected by the committee to serve in the Chair’s absence. If possible, the Committee will be expected to produce consensus conclusions. Summary positions may be described in committee reports, with differences in opinion among members clearly noted and explained. The Committee has the option of communicating consensus positions when determined by members to be appropriate.

The Committee will be supported by WSDOT and the City of Kirkland. WSDOT staff and Consultants will produce agendas, meeting summaries, reports and other materials.

Schedule

The Advisory Committee will meet on a monthly basis, beginning in December 2003. All meetings of the Kirkland Advisory Committee are open to the public. The following is the planned schedule for the Kirkland segment work:

November	2003	KAC Members designated
December	2003	First KAC Meeting—to continue monthly after first meeting
January	2004	Mainline “Best Fit” Analysis Briefing to KAC
January	2004	85th Direct Access KAC Workshop
January	2004	Kirkland Section Nickel Project Public and Agency Scoping Meeting
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Summer	2005	NEPA I-405 Kirkland Improvement Project Clearance
July	2005	Nickel Phase 1 Design-Build Request for Proposal complete

Context Sensitive Solutions and the Public Involvement Plan

It is the intent of WSDOT to integrate community values into the design of the I-405 Design Build Project. This will be accomplished by fully employing the principles of Context Sensitive Solutions (CSS), as defined and practiced by WSDOT and supported by the Federal Highway Administration (FHWA). This means that the public will be engaged in partnership with WSDOT to support the purpose and need established for the Project, assess corridor constraints and opportunities, help develop a preferred alternative, and provide input for design standards and guidelines for the corridor.

This interface with stakeholders to achieve CSS will require close coordination with the Public Involvement Plan established for the I-405 Design Build Project. The process will engage an overall Aesthetic Committee, Sub-Corridor Advisory Committees, Artists, and a WSDOT/FHWA Technical Committee to help the CSS Team in providing the following outcomes.

CSS Outcomes

CSS Master Plan

The CSS Team will prepare an overall corridor-wide Master Plan report of the planning effort in sufficient detail to explain the elements of the CSS Plan to WSDOT and the public. Included will be an illustrated discussion of the recommendations. The recommendations will be organized based on the priorities established during the study. A Final Master Plan Report will document the elements of the CSS process as follows:

- Established Vision Statement, Goals and Objectives.
- Significant issues.
- Alternative Design Concepts.
- Alternative Design Elements.
- Preferred Conceptual Plan—A series of illustrative drawings including hand perspectives and enhanced renderings.

Urban Design Manual for the Kirkland Nickel Project

Based on the approved Master Plan, the CSS Team will prepare the *I-405 Urban Design Criteria for Kirkland Nickel* that documents and provides technical guidance for **corridor design elements only in the Kirkland Nickel Project**. This guideline will provide critical technical documentation of the partnership decisions made between WSDOT and Project stakeholders during the CSS/public involvement process and will guide future, final design engineers in regard to specific decisions and technical direction. The guidelines will provide specific technical direction on all aesthetic issues. The CSS Team will work closely with the Technical Advisory Committee (TC) to coordinate with WSDOT standards.

Urban Design Manual for I-405 Implementation

Based on the approved Master Plan, the CSS Team will prepare the *I-405 Urban Design Criteria for I-405 Implementation* that will document and provide technical guidance for the **corridor design elements throughout the I-405 Corridor Project limits**. This guideline will provide critical technical documentation of the partnership decisions made between WSDOT and Project stakeholders during the CSS/public involvement process and guide future, final design engineers in regard to specific decisions and technical direction. The guidelines will provide specific technical direction on all aesthetic issues. The CSS Team will work closely with the Technical Advisory Committee to coordinate with WSDOT standards.

Context Sensitive Solutions Aesthetic Committee Roles and Responsibilities

CSS is a process that places a high value on seeking and, if possible, achieving consensus on the look and feel of the I-405 Corridor. Consensus on the "view to" viewshed and "view from" viewshed within the I-405 right-of-way is highly advantageous to everyone, and may help avoid delay and other costly obstacles to project implementation. Consensus for the I-405 Project will be achieved through three committees collaborating with the Project Team – the Community Advisory Committee, Corridor-wide Aesthetic Committee, and a Technical Committee made up of WSDOT and FHWA staff.

Community Advisory Committee—The View TO the Road

Role

Advisory Committees are established for Tukwila, Renton, Kirkland, Bellevue and the North Corridor, and focus on the "view to" viewshed within the I-405 right-of-way from their city's specific interests. Successful CSS outcomes may include enhanced community linkages, hike/bike trail connections, landscaping, over-bridge architectural treatments, pedestrian lighting preferences, and community identity/gateway elements. Other strategic outcomes may be financial and/or maintenance partnerships established for specific elements that are beyond the financial capability of WSDOT but desired by a specific city.

Responsibilities

- Discuss community-specific aesthetic options to enhance community links to the corridor such as landscaping, architectural treatments, pedestrian lighting, trail connections, and identity/gateway elements
- Help develop partnerships for maintenance.
- Assist in establishing partnerships to leverage additional funding, if needed.

Tasks

- Introductory meeting.
- Additional meetings according to schedule.

Corridor-wide Aesthetic Committee–The View FROM the Road

Role

The Aesthetic Committee focuses on the "view from" viewshed within the I-405 right-of-way and on the overall theme and character of the roadway. This group provides advice on elements that will create a strong visual character and continuity along the entire 30 mile corridor. Each community Advisory Committee selects individuals that are "big" thinkers to focus on regional issues and what the I-405 Corridor means to the entire metropolitan area. These individuals report back to their jurisdictions on the progress of the corridor-wide aesthetic concepts. Some of the successful outcomes from this group may include architectural enhancements such as noise/retaining wall treatments, landscaping, bridge treatments, main lane lighting, and sign structures.

Responsibilities

- Assist in developing a theme for the I-405 Project Corridor.
- Discuss aesthetic options and engineering realities of: retaining walls, sound walls, overpass structures, bicycle/pedestrian facilities, landscaping, and maintenance.
- Assist in determining the catalog of aesthetic options to be applied to the I-405 Project Corridor.
- Provide direction to Sub-Corridor Committees.
- Help develop partnerships for addressing maintenance needs.

Tasks

- Introductory meeting.
- Attend appropriate meetings.
- Coordinate with Advisory and Technical Committees.
- Obtain input from the community and stakeholders in each city.

Technical Advisory Committee

The Technical Committee will be made up exclusively of WSDOT and FHWA technical staff members who will provide technical oversight to the overall CSS process. This group will provide technical review, oversight and support to the consultant team.

Role

Members of the Technical Advisory Committee will be technical leaders within WSDOT and FHWA. The exchange of information between the design team and these technical leaders will ensure that the Master Plan and standards and directives for the I-405 Project Corridor are coordinated with established standards, meet fiscal requirements, and have long-term durability.

Responsibilities

- Attend appropriate meetings.
- Review plans for coordination with WSDOT/FHWA needs (technical input).
- Communicate with key individuals within their organization.
- Review/discuss definition of responsibilities, technical issues, and existing standards/proposed standards.

Tasks

- Introductory meeting.
- Attend meetings according to technical process/schedule.
- Review proposed standards and directives.
- Provide technical review and oversight prior to public presentations.

“The View TO the Road” (need to replace)



“The View FROM the Road”

